

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment/Union"**

Position Title: Utility Property Auditor Technician
Position Number: 58108926
Division: Business and Income Taxes
Band/Salary: 4/\$14.66 - \$16.38/hr DOQ
Union: Yes
Location: Helena
Supplement: Yes
Closing Date: April 25, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in an office environment. To perform successfully as a Utility Property Auditor Technician, you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires math and computer skills and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. The ability to research, understand and apply the laws, rules, policies and procedures that govern the work of the Department of Revenue, as well as, the ability to make sound decisions and be accountable for them, is essential.

The Auditor Technician, with on-the-job training or experience, will provide the technical and administrative support for the valuation and taxation of centrally assessed utility and industrial companies. This individual will also perform cost-based appraisals of private rail car properties. After completion of appraisal training, the incumbent may assist with the appraisals of rural telephone and electric cooperatives. Other duties will include conducting office and field property audits, and analysis of all centrally assessed returns using existing accounting systems to ensure statutory compliance, manage the data for all the statewide operating property of all centrally assessed companies and wireless companies. The position is responsible for the timely notification to local governments and taxpayers of all centrally assessed values. The position is the administrator of the department's protested tax fund program, working closely with county and department field staff. Oral, written and face-to-face personal contact with taxpayers, CPA's, attorneys, local governments and the public are required.

This position will involve some travel and a valid driver's license will be required to be maintained.

Conceptual knowledge of theories and practices of appraisal, auditing and accounting, including accounting systems; considerable knowledge of computer spreadsheet programs, word processing, departmental integrated information system; working knowledge of the Montana statute, related regulations and court cases. Must have the ability to assume independent responsibility for duties assigned and to work under stress to meet certain statutory deadlines.

The above competencies are typically acquired through a combination of education and experience equivalent to an Associate Degree in Accounting or Finance, Business Administration, Public Administration supplemented by college coursework in accounting and two years of experience in tax examining or a closely related area. Other relevant combinations of education and experience that could provide these competencies will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$30,000/ yr is:

Wages:	\$30,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 2,070.00

Total Average Wage Package \$39,150.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State Application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue.
2. Supplement questions.
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act: In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**DEPARTMENT OF REVENUE
SUPPLEMENT QUESTIONS**

Position Number: 58108926
Position Title: Utility Property Auditor Technician
Application Deadline: April 25, 2008

INSTRUCTIONS: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Please tell us why you are interested in this job and what makes you the best candidate to fill this position. Include knowledge, skills, experience, past employment, education, etc.
2. Describe to us what you consider good work ethics. How do you apply these work ethics in your daily work routine?
3. Please describe your familiarity with MS Excel, MS Access, MS Word, and any other software packages you have used.
4. Please describe your education and/or training (post high school) as it specifically relates to any sort of auditing or quality control.